



## City of San Diego – Audit Committee

### Seeking Candidates:

### Public Audit Committee Member

#### Background:

On June 3, 2008, voters approved Proposition C which, in part, provided new City Charter language addressing the responsibilities and composition of the City's Audit Committee. Specifically, the new Charter language requires the Audit Committee to be comprised of two members of the City Council (one to serve as Chair of the Committee) and three public members. One of the three public member positions will be vacant beginning in January 2011 and the City is now soliciting applications to fill the pending vacancy on the Audit Committee.

#### City Charter Specified Qualifications:

At least 10 years of experience as a certified public accountant or as a certified internal auditor, or 10 years of other professional financial or legal experience in audit management.

#### Audit Committee Member Responsibilities:

- Oversight responsibility over the City's auditing, internal controls and any other financial or business practices required by the Charter.
- Responsibility for directing and reviewing the work of the City Auditor who reports directly to the Audit Committee.
- Recommend to the City Council the annual compensation of the City Auditor and the annual budget of the Office of the City Auditor.
- Conduct an annual performance review of the City Auditor.
- Recommend to the City Council the retention and, if appropriate, termination of the City's outside audit firm.
- Monitor the engagement with the City's outside auditor and resolve any disputes between City management and the outside auditor with regard to the City's annual financial reports. All such disputes shall be reported to the City Council.
- Perform additional Audit Committee responsibilities and duties specified by City Charter and/or the San Diego Municipal Code.

**Meeting Frequency:**

Typically once a month at 202 “C” Street, 12<sup>th</sup> Floor Council Committee Room. Audit Committee meetings are held on Monday’s at 9:00 a.m. and may last up to three hours.

**Other Considerations:**

- 4 year appointment term.
- City Council will select one public Audit Committee member from all qualified candidate applications.
- Volunteer position without compensation.
- Appointment anticipated to become effective early in January 2011.
- Members subject to City’s Ethics Ordinance (see links below).
- Members subject to conflict of interest laws (see link below).
- Members must file an annual Statement of Economic Interest - Form 700 (see link below).
- Qualifications subject to verification.
- Applications are public documents although confidential information will be redacted.
- Background check required.

**Application Deadline:**

Friday, November 12, 2010

**Downloadable  
Application & Info:**

<http://www.sandiego.gov/city-clerk/boards-commissions/pdf/auditcommapp.pdf>

**Additional  
Information:**

Contact: Jeff Kavar (619) 533-4764  
E-mail: [jkavar@sandiego.gov](mailto:jkavar@sandiego.gov)

**Related Information  
Links:**

Audit Committee Information & Responsibilities:  
<http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art06Division17.pdf>

Ethics Ordinance and Statement of Economic Interest:  
<http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art07Division35.pdf>

<http://www.sandiego.gov/ethics/faqs/index.shtml>

[http://ag.ca.gov/publications/coi\\_2004.pdf](http://ag.ca.gov/publications/coi_2004.pdf)

<http://www.sandiego.gov/city-clerk/elections/eid/economic.shtml>



THE CITY OF SAN DIEGO

## City of San Diego – Audit Committee

### Candidate for Public Audit Committee Member Appointment

#### Candidate Summary Application Form

Applicant's Name: \_\_\_\_\_ Business Affiliation: \_\_\_\_\_

**PLEASE BRIEFLY PROVIDE THE INFORMATION REQUESTED BELOW:**

Educational Background:

Audit Related Experience:

Professional Credentials:  
(CPA, CIA, or other financial or legal)

Professional Audit or Financial  
Organization Memberships:

Experience or Special Knowledge  
Pertaining to Audit-Related Matters:

Civic or Community Experience  
(Committees, Boards, Commissions, etc.)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

PLEASE FEEL FREE TO PROVIDE ADDITIONAL INFORMATION OR LETTERS OF ENDORSEMENT.  
THANK YOU FOR YOUR INTEREST IN SERVING OUR CITY GOVERNMENT.

**To submit your application, please complete and transmit 1) this Summary Application form, 2) the expanded Application form beginning on the next page and 3) a copy of your resume to:**

**The Office of the Independent Budget Analyst, Attn: Jeff Kavar  
202 C Street, MS-3A San Diego, CA 92101**

**If submitted by e-mail: e-mail to [sdiba@sandiego.gov](mailto:sdiba@sandiego.gov)**

**If submitted by fax: fax to (619) 236-6556**

# CITY OF SAN DIEGO

## AUDIT COMMITTEE: PUBLIC MEMBER APPLICATION

### APPLICATION FORM

*(If you need more space to answer any of the questions, you may attach additional pages.)*

~ New Applicant

~ Reappointment

Mr.

1. Mrs.

Ms.

First

Middle

Last

2. Please list all other names that you have used:

\_\_\_\_\_

3. Residence Address: \_\_\_\_\_  
Street City State Zip

Voting Address: \_\_\_\_\_  
Street City State Zip

Please list all the phone, fax, and cell / pager numbers at which you can be reached.

Hm. Phone: ( ) \_\_\_\_\_ Hm. Fax: ( ) \_\_\_\_\_ Hm. Cell: ( ) \_\_\_\_\_

Hm. E-mail Address: \_\_\_\_\_

Wk Phone: ( ) \_\_\_\_\_ Wk. Fax: ( ) \_\_\_\_\_ Wk. Cell: ( ) \_\_\_\_\_

Wk. E-mail Address: \_\_\_\_\_

If you have resided at your current address less than 10 years, please list all previous residences during the last 10 years.

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Street City State Zip

4. In which Council District do you reside? \_\_\_\_\_

5. Are you a United States citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are you a citizen of a country(ies) other than the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list country(ies): \_\_\_\_\_

7. Driver's License Number: \_\_\_\_\_

8. Date of Birth: \_\_\_\_\_

9. Position Sought (*Name of Board or Commission*). Please list in order of preference.

A). Audit Committee

B). \_\_\_\_\_

C). \_\_\_\_\_

10. Employment History (*current to last 10 years*).

| A. Employer                 | Type | of Business  |
|-----------------------------|------|--------------|
| Title / Position Duties     |      |              |
| Address                     |      |              |
| ( )                         | From | Date To Date |
| Website of Current Employer |      |              |

| B. Employer             | Type | of Business  |
|-------------------------|------|--------------|
| Title / Position Duties |      |              |
| Address                 |      |              |
| ( )                     | From | Date To Date |

| C. Employer             | Type | of Business  |
|-------------------------|------|--------------|
| Title / Position Duties |      |              |
| Address                 |      |              |
| ( )                     | From | Date To Date |

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D. Employer                      Type                      of Business

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Title                      / Position   Duties

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Address

(                      )

Phone

From

Date

To

Date

11. Educational History:

High School / College / University / Other  
*(include full name)*

City / State

Degree

Major

12. Please list professional licenses and certificates that you have received and the dates that they were issued.

A). \_\_\_\_\_ B). \_\_\_\_\_

C). \_\_\_\_\_ D). \_\_\_\_\_

13. Please list honors and awards that you have received.

A). \_\_\_\_\_ B). \_\_\_\_\_

C). \_\_\_\_\_ D). \_\_\_\_\_

14. Please list all organizations and societies that you have been a member of during the last 10 years.

Entity \_\_\_\_\_

Position

From / To

15. Please list all volunteer work that you have performed over the last 10 years that is relevant to this position :

| Organization | City | / State | Type | of Work |
|--------------|------|---------|------|---------|
|--------------|------|---------|------|---------|

| Organization | City | / State | Type | of Work |
|--------------|------|---------|------|---------|
|--------------|------|---------|------|---------|

| Organization | City | / State | Type | of Work |
|--------------|------|---------|------|---------|
|--------------|------|---------|------|---------|

16. Many positions require the appointment of people with special background, experience, or expertise. Please mark the categories for which you qualify.

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Agriculture           | <input type="checkbox"/> Attorney              |
| <input type="checkbox"/> Architecture           | <input type="checkbox"/> Construction Industry | <input type="checkbox"/> Arts                  |
| <input type="checkbox"/> Engineering ( )        | <input type="checkbox"/> Environment Services  | <input type="checkbox"/> Financial Institution |
| <input type="checkbox"/> Health Care ( )        | <input type="checkbox"/> Higher Education      | <input type="checkbox"/> Insurance             |
| <input type="checkbox"/> International Affairs  | <input type="checkbox"/> Labor                 | <input type="checkbox"/> Law Enforcement       |
| <input type="checkbox"/> Small Business         | <input type="checkbox"/> Tourism               | <input type="checkbox"/> Military Service      |
| <input type="checkbox"/> Land Developer         | <input type="checkbox"/> Other _____           |  |

17. If you served in the military, were you honorably discharged? (Please give date.) Yes \_\_\_\_ No \_\_\_\_

If no, please explain: \_\_\_\_\_

18. YES NO Do you currently or have you ever served in any elected or appointed office or on any local, state, or federal government board, commission, or committee?

| Entity | Position | Dates |
|--------|----------|-------|
|--------|----------|-------|

| Entity | Position | Dates |
|--------|----------|-------|
|--------|----------|-------|

| Entity | Position | Dates |
|--------|----------|-------|
|--------|----------|-------|

| Entity | Position | Dates |
|--------|----------|-------|
|--------|----------|-------|

19.    YES    NO    To the best of your knowledge, do you have a spouse, registered domestic partner, or other relative who is currently an employee or appointee of the City of San Diego? If yes, please explain.
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20.    YES    NO    To the best of your knowledge, have you ever been affiliated (*as a director, officer, partner, trustee, employee, owner, advisor, or consultant*) with any institution, organization, or business entity that might present a potential conflict of interest or the appearance of a conflict of interest with your requested appointment? If yes, please explain.
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21.    YES    NO    To the best of your knowledge, do you have financial holdings in or receive income from any source or own real property or personal property that might present a potential conflict of interest or the appearance of a conflict of interest with your requested appointment? If yes, please explain.
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22.    YES    NO    Have you ever been convicted of a violation of any federal, state, county, or municipal law, regulation, or ordinance (*including driving under the influence of alcohol or drugs, reckless driving, or hit and run accidents*)? If yes, please explain.
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23.    YES    NO    To the best of your knowledge, are you currently under federal, state, or local investigation for possible violation of a criminal law or an ordinance? If yes, please explain.
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24.    YES    NO    Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If yes, please explain.
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25. YES NO Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If yes, please explain.
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26. YES NO In the last 10 years, have you been a party to any civil litigation or administrative proceeding as either a plaintiff, defendant, petitioner, respondent? If yes, please explain.
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27. YES NO Have you ever authored and published any books or articles? If yes, please explain.
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28. YES NO Is there anything in your background that, if made known to the general public through your appointment, would cause embarrassment to you and/or to the City? If yes, please explain.
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29. YES NO Are you able, with reasonable accommodation if needed, to perform the essential functions of the position for which you are applying?
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### **ADDITIONAL INFORMATION**

All my responses and attachments to this application are full, true, and correct to the best of my knowledge. The City may thoroughly investigate my background, including my educational record, employment history, personal references, and any military or criminal records and may make any other inquiries that are necessary in considering my application.

I understand that the City will retain the confidentiality of the information provided in connection with my application. In addition, absent my consent, this information will not be available under a public records act request. I may elect to withdraw from the appointment process at any time. Upon notification of my withdrawal, the City shall seal the record of my application but shall retain the information as confidential, not subject to a public records act request, for a period of at least 2 years.

I understand that if I knowingly make false statements on this application or omit material information, I might be disqualified from consideration.

I authorize any business, institution, or organization to release any records sought by the City in connection with my application. I release the City, its officers, agents, and employees and all individuals, organizations, educational institutions, and employers from all liability in responding to or providing writings connected with my application.

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**Applicant Signature**

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**Date**

Thank you for your interest in serving the City of San Diego.

(3-1-06)